

CITY OF SAN JOSE
OFFICE OF THE CITY AUDITOR
Procedure No. M-03

JOB START LETTER

Purpose

To inform auditee management that the City Auditor’s Office is initiating an audit of the department, agency, or program.

Background

The job start letter should:

- A. Refer to the current City Auditor workplan indicating the authorization to initiate the audit.
- B. Request information regarding the auditee organization, including:
 - 1. An organization chart and/or listing of key program personnel;
 - 2. Program brochures or descriptions which provide some background information and a history of the programs;
 - 3. Copy of the program’s written procedures;
 - 4. Management reports, financial reports, and budget information on the program for the past three years; and
 - 5. Memorandum summarizing any Program accomplishments.
- C. Schedule the entrance conference (See Procedure No. [M-05](#))

Procedure

Audit Staff	1. Prepare the job start letter (See Procedure No. 5-04B).
Supervising Auditor	2. Review the job start letter.
City Auditor	3. Sign the job start letter.
Audit Staff	4. File a copy of the job start letter in the audit workpapers. 5. Follow up with the auditee to make sure that the information requested is provided.